

**Minutes– Meeting 6**  
**Professional Development Committee**  
**Vernon College**

February 21, 2014 ▪ 11:00AM ▪ VER RM 204, CCC RM 712

- **Call Meeting to Order at 11:00AM.**
- **Attendance**

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
Instructional Design & Technology Coordinator	Roxie Hill, Chair	<b>X</b>	
Faculty Senate President/PD Coordinator	Dr. Donnie Kirk, Chair	<b>X</b>	
Director of Quality Enhancement	Criquett Lehman	<b>X</b>	
Administrative Secretary to the President	Mary King	<b>X</b>	
Faculty – Surgical Technology Coordinator	Jeff Feix	<b>X</b>	
Faculty - Spanish	Renee Wooten		<b>X</b>
Faculty – Microcomputer Applications	Steven Underhill	<b>X</b>	
Professional Staff	Karen Defoor	<b>X</b>	
Professional Staff	LeAnn Jordan	<b>X</b>	

- **Approve Minutes previous meeting**

Meeting 4 and 5 minutes were presented to the committee for approval. During meeting 5 not enough members were present to make a quorum. Criquett Lehman mad a motion to accept the minutes as presented for meetings 4 & 5. Dr. Donnie Kirk seconded the motion and all members present approved the motion. Motion carried.

- **Professional Development**

The second item of business was to review the PD policy for possible revisions. No revisions were identified. Mr. Jeff Feix, made a motion leave the policy as is since no revisions were identified and to revisit the PD policy in one year. LeAnn Jordan seconded the motion, all members of the committee approved.

The third item of business was to review and discuss the PD reporting forms for both in house and outside PD activities. The proposed reporting tools are generated via Survey Monkey, employees of Vernon College will self-report their PD hours using the appropriate tool (See Exhibits C.1 and C.2) by the end of each calendar year. The reports would be generated in January of the subsequent year and reported back to each employee to turn in with their annual evaluation. Criquett Lehman made a motion to accept the reporting tools as well as the reporting process. Steven Underhill seconded the motion, all members approved.

The fourth item of business was to review the March 2014 PD calendar on the VC website for any revisions. No revisions were identified.

- **Adjournment**

Meeting 6 was adjourned at 11:43 AM.